



## **Part-time Coordinator, Tennessee Financial Literacy Commission**

*Tennessee Department of Treasury*

To apply, submit your resume to: [Treasury.Resumes@tn.gov](mailto:Treasury.Resumes@tn.gov)

The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$100 billion in assets through its various investment programs. We administer the State's Retirement Program, RetireReadyTN, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower individuals to make informed financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

### **Job Overview:**

The Tennessee Financial Literacy endeavors to improve and promote the financial literacy of Tennesseans through educational programs, publications, and campaigns. The commission believes every citizen must acquire the knowledge and skills to effectively manage money in order to fully participate and thrive in an increasingly complex economy. For this reason, we are acutely focused on connecting schools and families with high-quality financial education resources designed to improve financial well-being and economic mobility.

Treasury is looking for an energetic and self-motivated coordinator to work with the Tennessee Financial Literacy Commission in a part-time capacity (15-20 hours/week). This position is primarily remote but must be available for in-person meetings and events as required by the supervisor. This position reports to the director of the Commission and is primarily responsible for supporting all efforts related to educator engagement and competency.

### **Key Responsibilities:**

- Use various methods of outreach to develop and maintain partnerships with school districts, principals, teachers, and other educators in Tennessee.
- Develop, maintain, and cultivate a client relationship management database for all TNFLC stakeholders
- Coordinate, promote, and deliver TNFLC educator professional development trainings
- Assist in the development and implementation of the TNFLC Teacher Champion Initiative
- Respond to the requests from teachers regarding materials, registration issues, workshop delivery
- Attend and present at professional conferences and meetings to promote TNFLC programs

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### Qualifications:

- Bachelor's degree from a college or university
- Experience in public relations, education, communications, or nonprofit leadership
- Experience working with teachers, principals, or school district officials
- Experience developing and delivering communication strategies (specifically for educators is a plus)

### Competencies:

Excellent Communication skills (oral, written)

Excellent Analytical skills

Self-Motivated

Ability to work independently

Organized

Quality Oriented

Flexible/Adaptable

Attention to Detail

Creative/Innovative

Submit your resume to [Treasury.Resumes@tn.gov](mailto:Treasury.Resumes@tn.gov) with the subject line "TNFLC Coordinator." Candidates will be contacted by phone to schedule an interview.

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